



Quick Reference Guide 7

PowerPoint 2013 for Windows

Creating Slides with SmartArt



This quick reference guide walks through steps to create slides with SmartArt. To create slides with tables, see the quick reference guide PowerPoint 2013 for Windows QRG5 – Creating Slides with Tables. To create slides with charts, see the quick reference guide PowerPoint 2013 for Windows QRG6– Creating Slides with Charts. To create slides with pictures or videos, see the quick reference guide PowerPoint 2013 for Windows QRG8 – Creating Slides with Pictures and Videos.

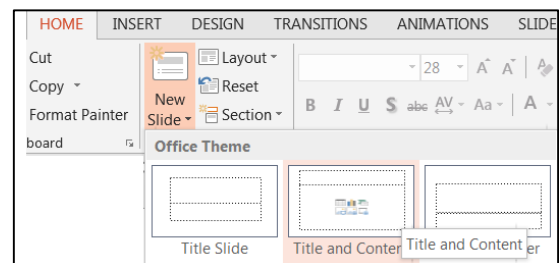
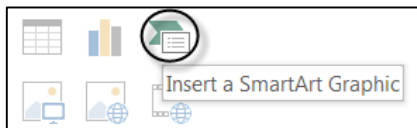
SmartArt is a type of artwork which enables you to present text graphically, incorporating images and ordinary text. With SmartArt, a plain bulleted list can become much more appealing to read and view. You can also use SmartArt to present information conceptually in ways that plain text alone does not achieve. Using SmartArt, enables you to place text paragraphs in shapes and arrange the shapes to add visual meaning to the text. For example, an organization chart or a pyramid graphic conveys information by the text's position in the graphic.

Creating a Slide with a SmartArt Graphic

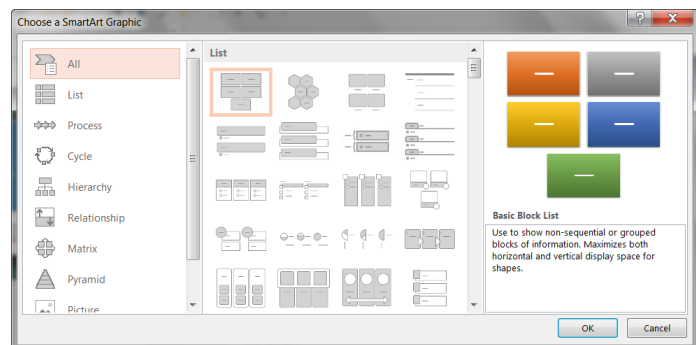
You can create a slide with a chart and take advantage of Excel Chart editing tools from within PowerPoint 2013.

Creating a New Slide with a SmartArt Graphic

1. Place your cursor on the slide before the location you wish to add the new slide.
2. From the previous slide, click the **Home Tab | New Slide | Title and Content layout** (shown right).
3. From the **New Title and Content** slide just inserted, click on the third of the six object icons in the Content placeholder to insert SmartArt Graphics.



4. The *Choose a SmartArt Graphic* dialog box displays (shown lower right).
5. Select the SmartArt category from which you would like to select the actual graphic. Categories include All, List, Process, Cycle, Hierarchy, Relationship, Matrix, Pyramid, or Picture.
6. From the selected Category, select the specific graphic you wish to create and click **OK**.



For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

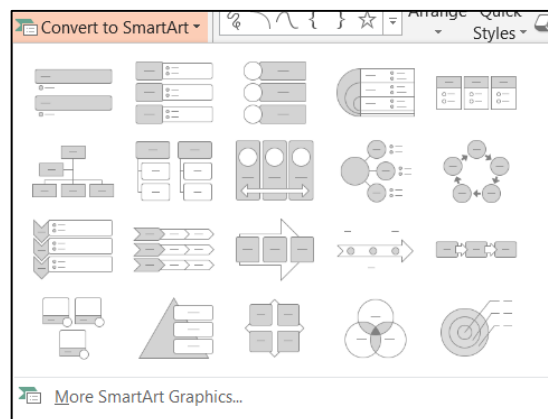
Creating a SmartArt Graphic from a Bulleted List

The easiest way to create SmartArt is to convert an existing bulleted list to a SmartArt graphic. This eliminates the need to retype the text.

1. From the PowerPoint presentation, create a bulleted list.
2. Click in the bulleted list to move the insertion point there, and then press **Ctrl + A** to select all the text.
3. On the **Home Tab**, click **Convert to SmartArt Graphic**.
4. A drop-down menu of SmartArt styles opens.

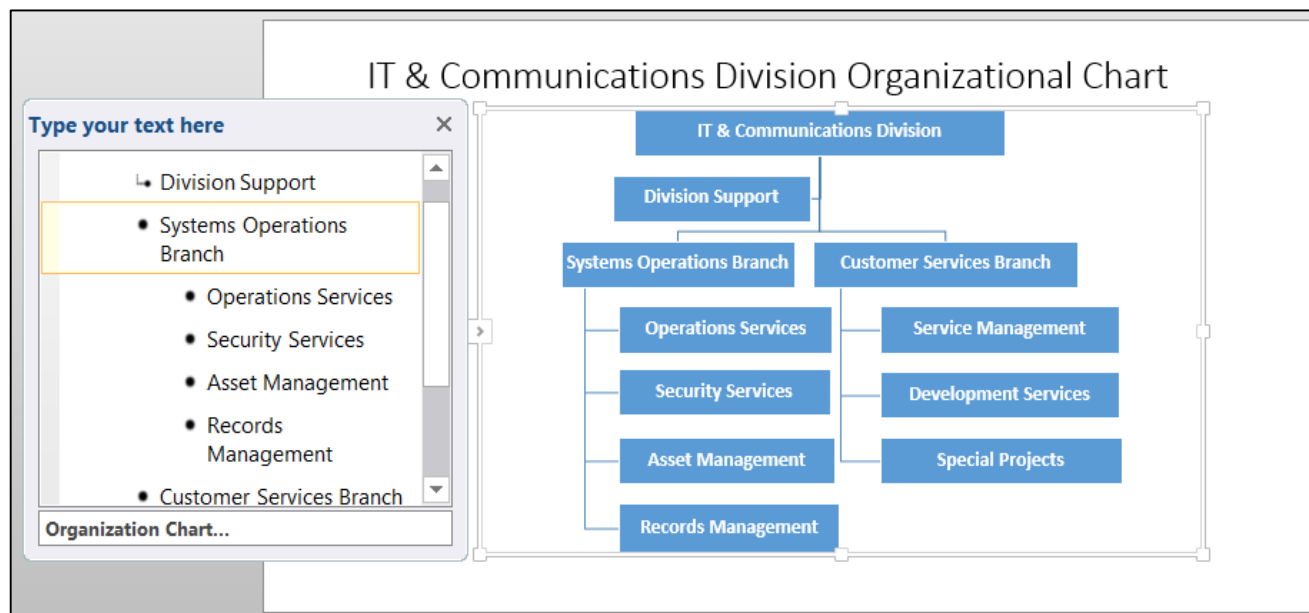
You can point to a graphic type to see it previewed on the slide before you commit to a certain type by clicking it.

5. Click to select the desired SmartArt graphic.



Inserting a SmartArt graphic on an Existing Slide

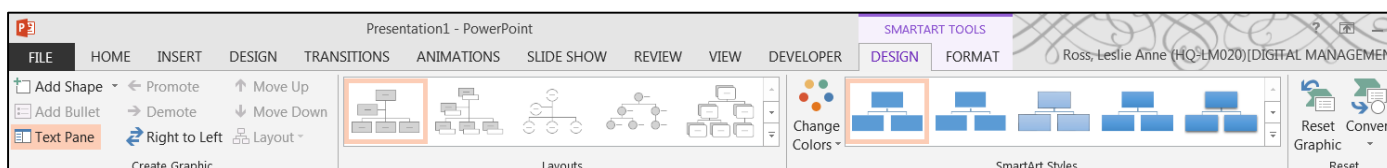
1. From the slide, click **Insert Tab | SmartArt**. The *Choose a SmartArt Graphic* dialog box displays.
2. Select the SmartArt category to the left and then select the specific graphic in the list provided. The SmartArt graphic is inserted with a default design provided. See the **Organization Chart** SmartArt graphic shown below.



Modifying a SmartArt Graphic

Use the **SmartArt Tools Design Tab** and **SmartArt Tools Format Tab** to modify the SmartArt graphic. Click into the SmartArt graphic to display the Tabs.

SmartArt Tools Design Tab: Create Graphic, Layouts, SmartArt Styles and Reset.



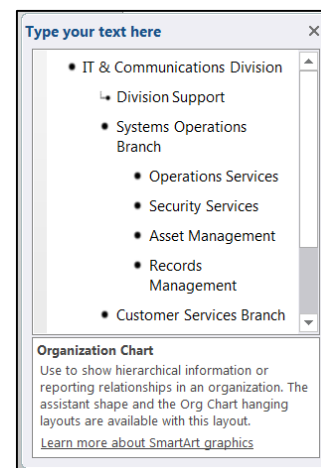
1. Select the SmartArt graphic by single clicking within it.
2. With the SmartArt graphic selected, click the **SmartArt Tools Design Tab** to display the tools.

3. From the **SmartArt Tools Design Tab**, make the following edits as needed:

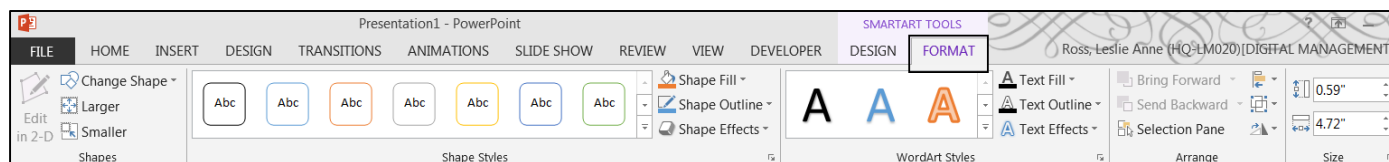
- a. Select an existing shape in the graphic at the same level in which you want to add the new shape and click **Add Shape** to insert a new shape into the chart.

You can also use the Text Pane to add new shapes. The Text Pane contains the SmartArt graphic text only in an outline format. Press return at the end of a line of text to insert a new bullet (new shape) at the same level.

- b. Click **Text Pane** to enable/disable showing the **Text Pane**. The **Text Pane** displays to the left of the SmartArt graphic and enables the draftsman to focus on the text only.
- c. Use **Promote** and **Demote** to change the level for the hierarchy of the bullet either higher or lower in the hierarchy.
- d. Use **Right to Left** to swap the positions of the shapes inside the SmartArt graphic.
- e. Use **Move Up** or **Move Down** to change the order of the text and thereby change the location of the shapes within the SmartArt graphic.
- f. Click a **Layout** design to adjust the SmartArt shapes appearance.
- g. Click **Change Color** to adjust the shape fill color.
- h. Click **Reset Graphic** to remove all the customizations made to the SmartArt graphic.
- i. Click **Convert** to convert to text or convert to a shape.



SmartArt Tools Format Tab: Shapes, Shape Styles, WordArt Styles, Arrange and Size.



1. Select the SmartArt graphic by single clicking within it.
2. With the SmartArt graphic selected, click the **SmartArt Tools Format Tab** to display the tools.
2. From the **SmartArt Tools Format Tab**, click one or more of the shapes incorporated into the SmartArt graphic, and then make the following edits as needed:
 - a. The **Edit in 2-D** tool is only available when the Smart Art graphic is in a three dimensional style. Click **Edit in 2-D** to make edits in the flat 2 dimensional format.
 - b. Click the **Change Shape** drop-down arrow to adjust the selected object(s) shape.
 - c. Click **Larger** or **Smaller** to increase/decrease the size of the shape incrementally.
 - d. Click one of the **Shape Styles** in the gallery provided to adjust the font and color fill.
 - e. Click the **Shape Fill** drop-down arrow to change the fill color, click the **Shape Outline** drop-down arrow to change the color of the outside border, or click the **Shape Effects** drop-down arrow to apply special effects to the shape.
 - f. Click one of the **WordArt Styles** in the gallery provide to apply WordArt.
 - g. Click the **Text Fill** drop-down arrow to adjust the fill color for the text style.
 - h. Click the **Text Outline** drop-down arrow to adjust the color of the outside border of the text.
 - i. Click the **Bring Forward** drop-down arrow or the **Send Backward** drop-down arrow to layer the SmartArt graphic with the other objects on the slide as appropriate.
 - j. Click **Selection Pane** to display/hide the Selection Pane.
This makes it easier to select items and change their order.
 - k. Use the **Shape Height** and **Shape Width** to adjust the size of the SmartArt graphic.